Welcome to VISTA Progress Report Presentation

This Power Point Presentation is designed to:

 Learn/Review how to complete and submit a VISTA Progress Report through eGrants system.

Kapila Wewegama
eGrants Coaching Unit
JBS International/Aguirre Division
1-888-333-8272

Logging onto eGrants



To begin your eGrants account creation process, logon to CNCS homepage at www.cns.gov

> FONT SIZE: Default | Large



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National Service Response to the Hurricanes Learn more GO

Get Involved!

Lead. Inspire. Change the World. Again.

About Us

- Volunteering in America
- · Our Role and Impact
- Strategic Plan
- Our Programs
- Newsroom
- Media Kit Materials
- National Service Calendar
- Make a Donation
- Employment
- Search
- · Contact Us
- National Service Catalog
- . Spirit of Service Awards
- · President's Council on Service and Civic Participation
- · Office of Inspector General More About Us

For Organizations

- . How Can National Service Help Our Organization?
- . Which Program Is Right for Our Organization?
- * New Funding Opportunities
- . Manage Current Grants and Projects
- · Find Volunteers and Members
- . Tools, Training, and Information
- . The Resource Center
- For Faith-Based and Other Community Organizations
- * Frequently Asked Questions More for Organizations

eGrants:

For Individuals

- . Why Get involved?
- I'm Ready to Serve
- Benefits of Service
- Frequently Asked Questions
- · Current Members and Volunteers
- . Spread the Word
- More for Individuals

Join Now

Our Programs

- · Senior Corps
- · AmeriCorps
- AmeriCorps*VISTA
- AmeriCorps*NCCC
- Learn and Serve America
- Special Initiatives
- . Martin Luther King Jr. Day of Service
- · Presidential Freedom Scholarship
- · Universities Rebuilding America

Please click on "eGrants" link to open the eGrants Welcome Page.

National Service in Your State

Select a State



Stories of Service

As a Foster Grandparent, Lucy Williams has served children with developmenta disabilities for 28 years. She helps them develop skills to be as independent as

Other National Service Programs

















♦ ○ ○ ○



Logging onto eGrants



- + Introduction to eGrants Phase II
- + Help / Assistance
- + Notices of Funding Availability
- + Feedback
- + Hours of Operation
- + Be a Peer Reviewer

National Service in Your State

Select a State

Other National Service Programs W

Hurricane Volunteer Support Fund

In the wake of the recent hurricanes, the Corporation is coordinating volunteers to assist with repair and relief efforts in areas affected by this devastating storm. Your donation will support volunteers in providing food and shelter, managing donations, helping victims get necessary assistance, and long-term rebuilding efforts.

Donate Now to our Disaster Relief Fund eGrants is the Corporation for National and Community Service's web-based system for:

- · Submission and tracking grant applications and concept papers;
- · On-line grant application peer review;
- · Negotiating and awarding grants and cooperative agreements;
- · Managing grants and cooperative agreements including processing amendments, continuations; and
- Financial Status and Progress Reporting.

eGrants System Status

as of Wednesday, February 22, 2006

SYSTEM OPERATING NORMALLY

Help Desk Information:

Phone: 888-677-7849 (extension 533 if needed)

Email: egrantshelp@cns.gov

Hours of operation: 8:00 AM to 6:00 PM Eastern time, Monday through Friday

Login:

Please click here to Use eGrants Phase II Please click here to begin creating an eGrants account. If you already have an eGrants account, you will also use this link to log on to your eGrants account.





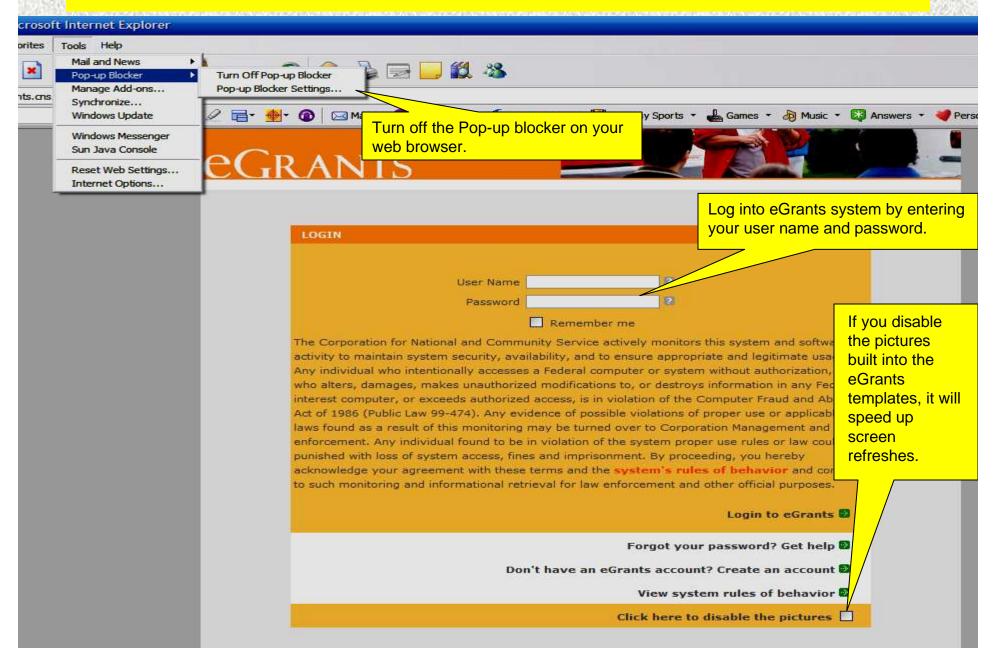




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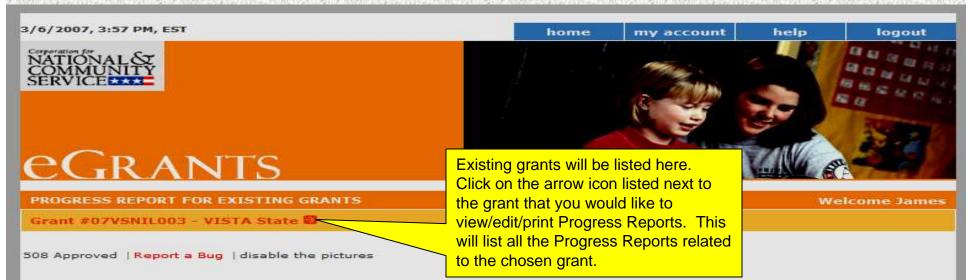
Logging onto eGrants



Locating the Progress Report



Opening the Progress Report





Progress Report & Sections

eGrants

Welcome James

Progres

This will open up the Progress Report. There are six sections in the Progress Report.

cancel

next 🖾

Progress Report

Report Information

Data Updates

Member Development

Project Plan

Narratives

Review and Submit

Grant Info

Grant #: 07VSNIL003

Project Period

01/21/2007 - 12/22/2007

Status: Progress Report

Initial Entry

Legal Applicant

Chicagoland Comm Center 5555 Lake Drive Chicago, IL 60640

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Progress Report

Did you select the Progress Report for the correct reporting period? If so, click on the "next" button to continue. If not, click "cancel" and select the correct report.

Due Dates:

January 31

October 31

April 30

July 31

Grant #: 07VSNIL003 - AmeriCorps VISTA State FY 2007

Due Date: 03/31/2007

Status: Progress Report Initial Entry

Reporting Period: 01/21/2007 - 03/31/2007

Before you begin to enter data to your Progress Report, review the due date and reporting period dates to make sure you have opened up the correct Progress Report.

REPORTING PERIODS

Project Start Dates:

July 1 through September 30.

Please check with your State Office regarding your state specific Due Dates.

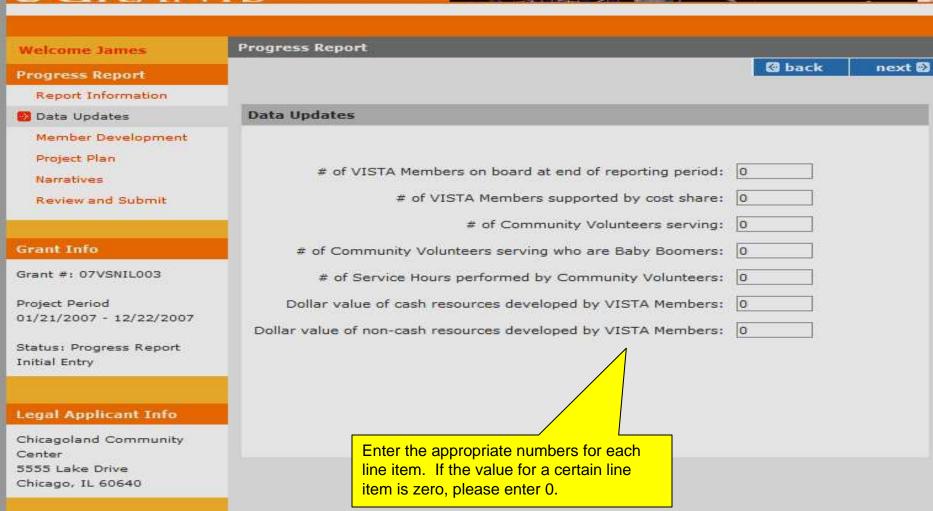
cancel

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Data Updates Section

eGrants

508 Approved | Report a Bug | disable the pictures



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Member Development Section

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Status: Progress Report Initial Entry

Legal Applicant Info

Chicagoland Community Center 5555 Lake Drive

To enter data into any one of these Member and Sponsor Development subject areas, click on "edit" link listed next to the appropriate subject area. This will open up a popup window to enter data. You will only input data for member and/or supervisor trainings that occurred during this reporting period.

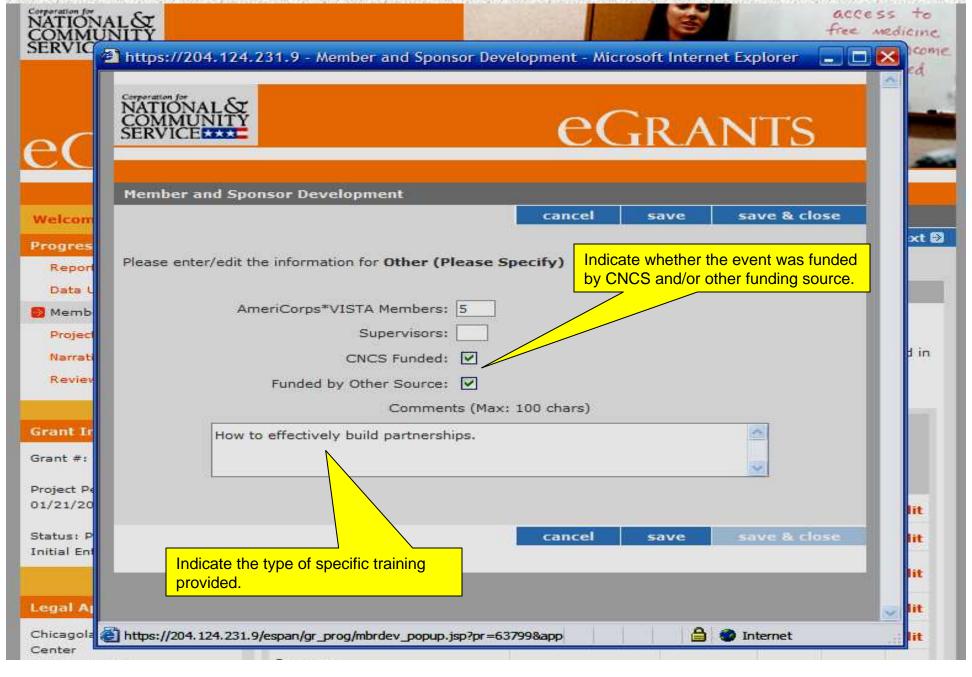
Member and Sponsor Development

Please indicate the subject areas addressed in orientations, trainings or other technical assistance provided to AmeriCorps*VISTA members or Sponsors/Supervisors during this reporting period. Indicate the number of Members or Sponsor/Supervisors who were trained in each subject area. In columns 4 & 5, indicate whether the training was funded by the Corporation or by other entities by checking the box.

	AmeriCorps*VISTA Members	Supervisors	CNCS Funded	Funded by Other Source	
On-Site Orientation			N	N	edit
Community Outreach			N	N	edit
Community Volunteer Generation/Recruitment			N	N	edit
Effective Volunteer Management			N	N	edit
Resource Mapping			N	N	edit
Resource Development/Fundraising			N	N	edit
Grant Writing			N	N	edit
Organizational Development			N	N	edit
Performance Measures			N	N	edit
Tracking Systems			N	N	edit
Information Technology			N	N	edit
Developing On-Site Oientations and Training Plans			N	N	edit
Other (Please Specify)			N	N	edit

If the subject area is not listed, use Other line item to input your data.

Member Development Section



Member Development Section

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Chicagoland Community Center 5555 Lake Drive Chicago, IL 60640

Member and Sponsor Development

Please indicate the subject areas addressed in orientations, trainings or other technical assistance provided to AmeriCorps*VISTA members or Sponsors/Supervisors during this reporting period. Indicate the number of Members or Sponsor/Supervisors who were trained in each subject area. In columns 4 & 5, indicate whether the training was funded by the Corporation or by other entities by checking the box.

Info #: 07VSNIL003		AmeriCorps*VISTA Members	Supervisors	CNCS Funded	Funded by Other Source	
2007 - 12/22/2007	On-Site Orientation			N	N	edit
: Progress Report	Community Outreach			N	N	edit
Entry	Community Volunteer Generation/Recruitment			N	N	edit
Applicant Info Effective Volunteer Management				N	N	edit
oland Community Resource Mapping				N	N	edit
ake Drive o, IL 60640	Resource Development/Fundraising			N	N	edit
	Grant Writing			N	N	edit
	Organizational Development			N	N	edit
	Performance Measures			N	N	edit
The data you input into the windows will populate in the	ems			N	N	edit
windows will populate in t	rechnology			N	N	edit
	Developing On Significations and Training Plans			N	N	edit
	Other (Please Specify)	5		Y	Y	edit

eGrants



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Chicagoland Community Center 5555 Lake Drive Chicago, IL 60640

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Project Plans

Report progress for each Projectplan.

projectplan entered projectplan not entered has performance measure(s)

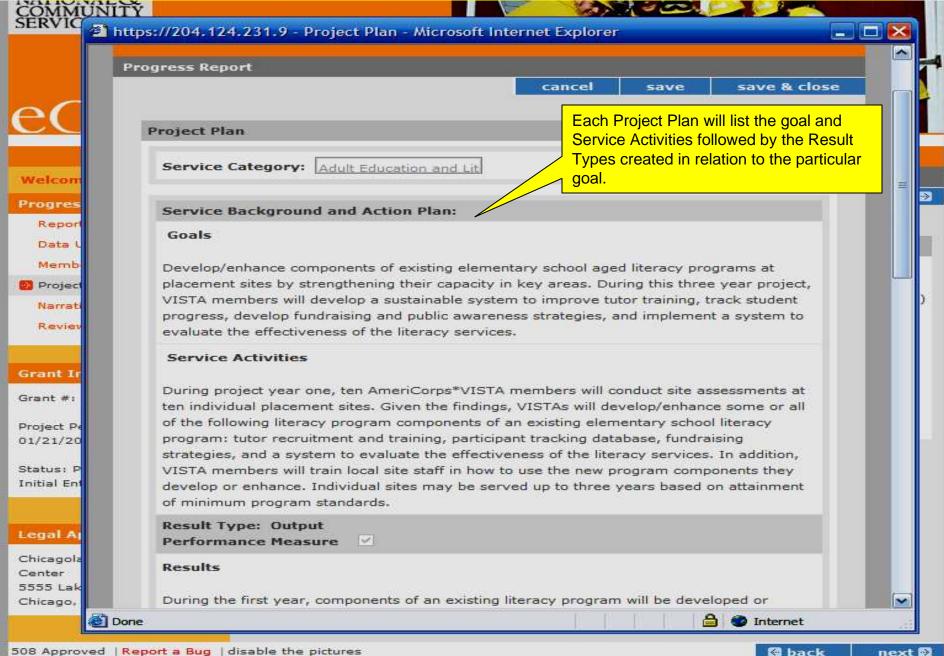
Project Plans

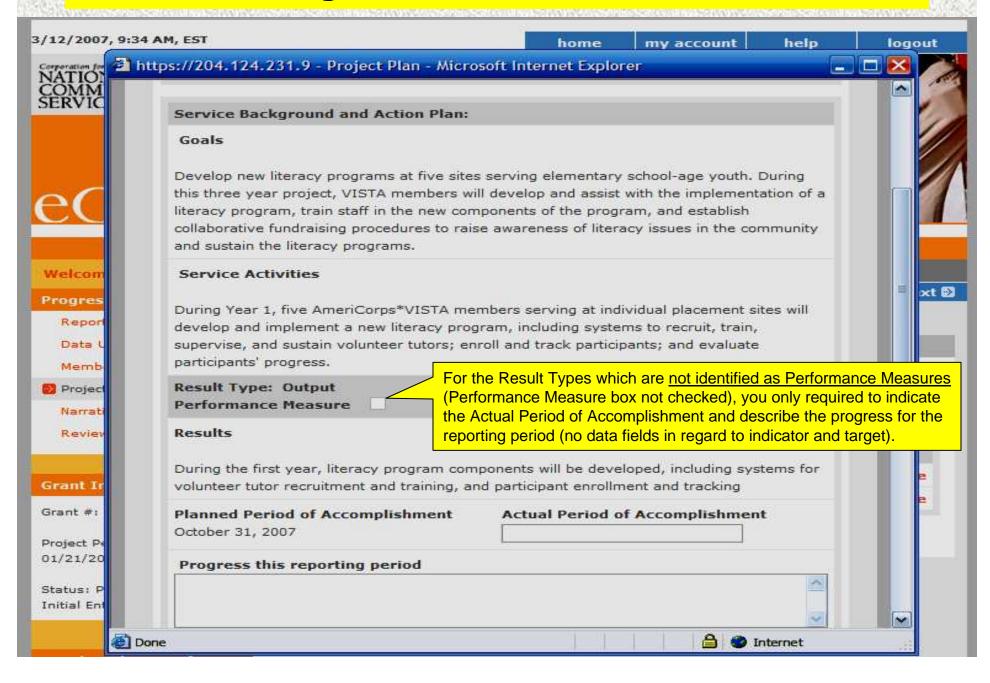
1. Date Adult Education and Literacy *

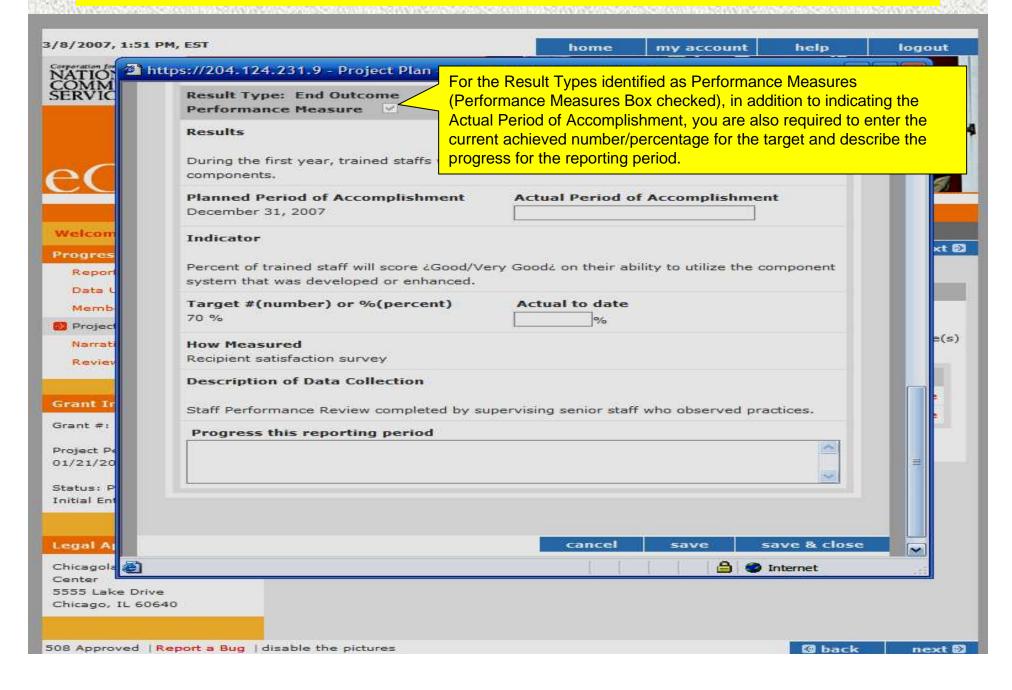
2. Adult Education and Literacy *

enter/edit progress to date enter/edit progress to date

Progress reporting templates for all the goal statements and result types (with and without performance measures) you created in the application will be listed here.







eGrants



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Chicagoland Community Center 5555 Lake Drive Chicago, IL 60640 Progress Report

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Project Plans

Report progress for each Projectplan.

projectplan entered projectplan not entered has performance measure(s)

Project Plans

Adult Education and Literacy *

Adult Education and Literacy *

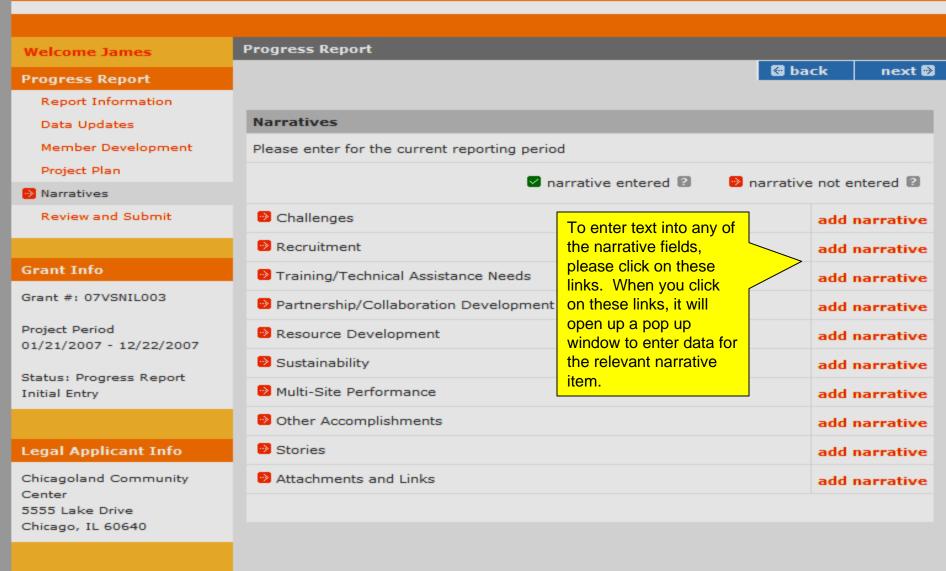
enter/edit progress to date

enter/edit progress to date

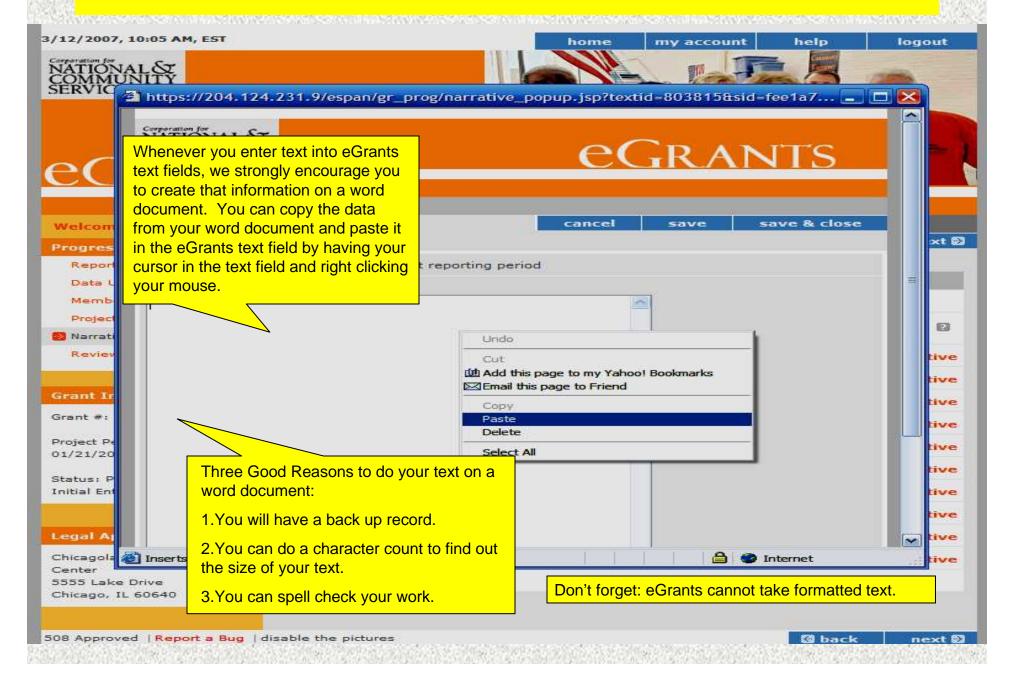
When you enter and save data into a Project Plans, a green check mark will appear next to that project plan indicating that you have entered data.

Narratives Section

CGRANIS



Narratives Section



Narratives Section

eGrants

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Once you enter data into a text field and save, a green check mark will appear next to that text filed indicating that you have entered data. Data needs to be entered into all the Narratives fields. Otherwise, you will not be able to submit your Progress Report.

Legal Applicant Info

Chicagoland Community Center 5555 Lake Drive Chicago, IL 60640

ı	Progress Report		
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	Narratives		
	Please enter for the current reporting period		
	☑ narrative entered ② ☑ narrat	ve not e	entered 2
	☑ Challenges	add n	arrative
	■ Recruitment	add r	narrative
	Training/Technical Assistance Needs	add i	narrative
	Partnership/Collaboration Development	add ı	narrative
	Resource Development	add ı	narrative
	Sustainability	add ı	narrative
	Multi-Site Performance	add ı	narrative
	Other Accomplishments	add ı	narrative
	Stories ■ Stories	add ı	narrative
	Attachments and Links	add ı	narrative

Narratives

Challenges

Describe any challenges encountered during this reporting period. Be sure to include whether challenges have been resolved, or, if they remain unresolved, the plans to address them.

Recruitment

Please describe efforts being made toward recruitment of AmeriCorps*VISTA members. Include any best practices developed, or specific challenges faced. Please describe steps you are taking to ensure a smooth transition between outgoing and incoming AmeriCorps*VISTA members.

Training/Technical Assistance Needs

What type of assistance can the Corporation provide to you and your organization at this time? If there is a need to make revisions to the current Project Plan, please contact your Program Specialist.

Partnership/Collaboration Development

Are other Corporation and non-Corporation programs collaborating with the AmeriCorps*VISTA project? If so, please list the programs or organizations and briefly describe the collaborative activities.

Resource Development

Describe the resources recorded in the Demographics section for this reporting period. The description should include the source and the use of each cash or non-cash donation. In addition, the description should include the activities of community volunteers and the strategies used to leverage community volunteers. In addition, please identify the AmeriCorps*VISTA members) responsible for obtaining the resource. For the definition of community volunteer, please see **Definitions**.

Sustainability

CNCS General VISTA Progress Report Instructions could be found at: http://www.americorps.gov/forms/ac_vista_progress_report.pdf

Describe specific organizational strategies that are in place to sustain the results of the project. What is your plan for transitioning your project away from AmeriCorps*VISTA resources?

For the final report of the current program year, please include a summary describing project accomplishments and impacts during the past year that will remain in the community upon completion of the project, and how local residents and project beneficiaries have been involved in the implementation of the project.

Multi-Site Performance

If you have AmeriCorps*VISTA members placed at multiple sites, please describe how you oversee project performance at these sites.

Other Accomplishments

Describe in detail any additional project or member accomplishments that are not reported within the work plan. Include any awards received.

Stories

Include stories that would best communicate to the public how AmeriCorps*VISTA members get things done in your community. Particularly helpful are stories that include numerical results and sustainable solutions.

Attachments and Links

List the attachments, or links to documents, that will be submitted as part of the Progress Report. Examples of attachments include copies of press clippings, flyers, letters or other documents that relate to the members' activities and accomplishments.

Review & Submit Section

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Grant #: 07VSNIL003

Project Period 01/21/2007 - 12/22/2007

Status: Progress Report Initial Entry

Legal Applicant Info

Chicagoland Community Center 5555 Lake Drive Chicago, IL 60640

Progress Report

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If you click on "view/print PR," it

will pull up a PDF document

that will have all the data you

had entered into the Progress

proof reading purposes or save

the PDF document for your own

Report. You can print it for

use.

Please review and submit your information

Report Information view/print PR

Grant #: 07VSNIL003 - AmeriCorps VISTA State FY 2007

Due Date: 03/31/2007

Status: Progress Report Initial Entry

Reporting Period: 01/21/2007 - 03/31/2007

Demographic Information: edit

of VISTA Members on board at end of reporting period

of VISTA Members supported by cost share: 0

of Community Volunteers serving: 0

of Community Volunteers serving who are Baby Boomers: 0

of Service Hours performed by Community Volunteers: 0

Dollar value of cash resources developed by VISTA Members: 0

Dollar value of non-cash resources developed by VISTA Members: 0

Narratives: edit

Challenges: entered

Recruitment: not entered

Training/Technical Assistance Needs: not entered

Partnership/Collaboration Development: not entered

Resource Development: not entered

Sustainability: not entered

Multi-Site Performance: not entered

Other Accomplishments: not entered

Stories: not entered

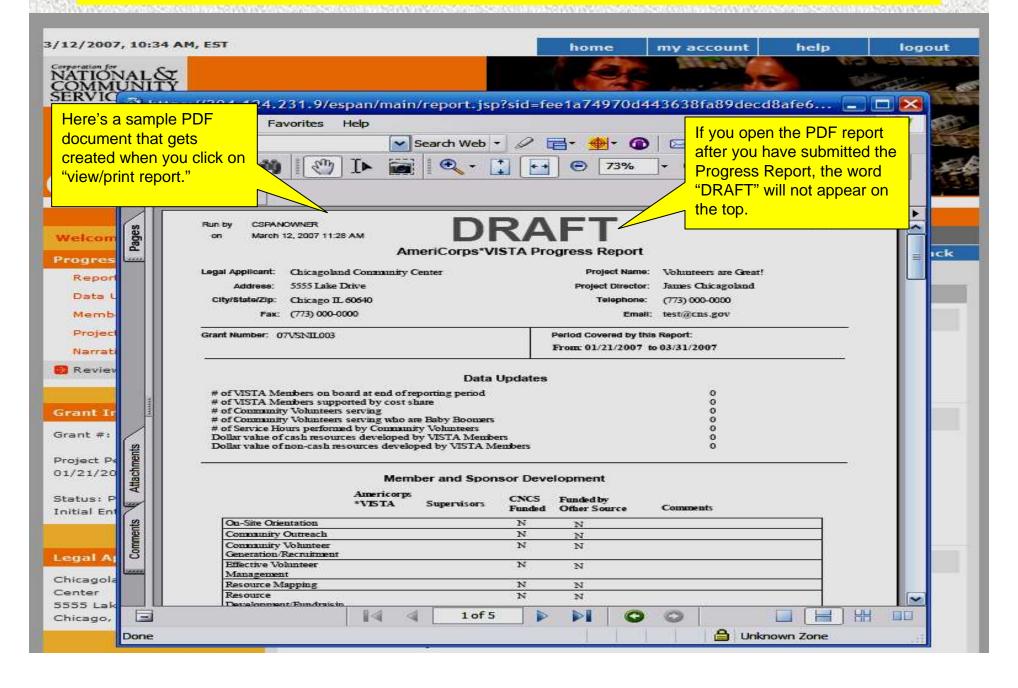
Attachments and Links: not entered

Available Actions: view/print PR

Submit Progress Report

Privacy Act Statement: In compliance with the Privacy Act of 1974, the following information is provided. The collection of this information is authorized by the National and Community Service Act, as amended by the National and Community Service Trust Act of 1993. The primary purpose of the user account is to provide a means that allows individuals to record, track, and provide comment on their volunteer services. Providing this information is required in order to properly evaluate each applicant who wants to be selected as a peer reviewer. All information collected through the application process is available only to the Corporation, and will not be provided to any organization outside the Corporation. OMB Control Number - 3045-0090 Expiration Date: 08/31/2004

View/Print Report



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Grant #: 07VSNIL003

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Status: Progress Report Initial Entry

Legal Applicant Info

Chicagoland Community Center 5555 Lake Drive Chicago, IL 60640

Please review and submit your information

Report Information view/print PR

Grant #: 07VSNIL003 - AmeriCorps VISTA State FY 2007

Due Date: 03/31/2007

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Reporting Period: 01/21/2007 - 03/31/2007

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Partnership/Collaboration Development: not entered

Resource Development: not entered

Sustainability: not entered

Multi-Site Performance: not entered

Other Accomplishments: not entered

Stories: not entered

Attachments and Links: not entered

Available Actions: view/print PR

Submit Progress Report

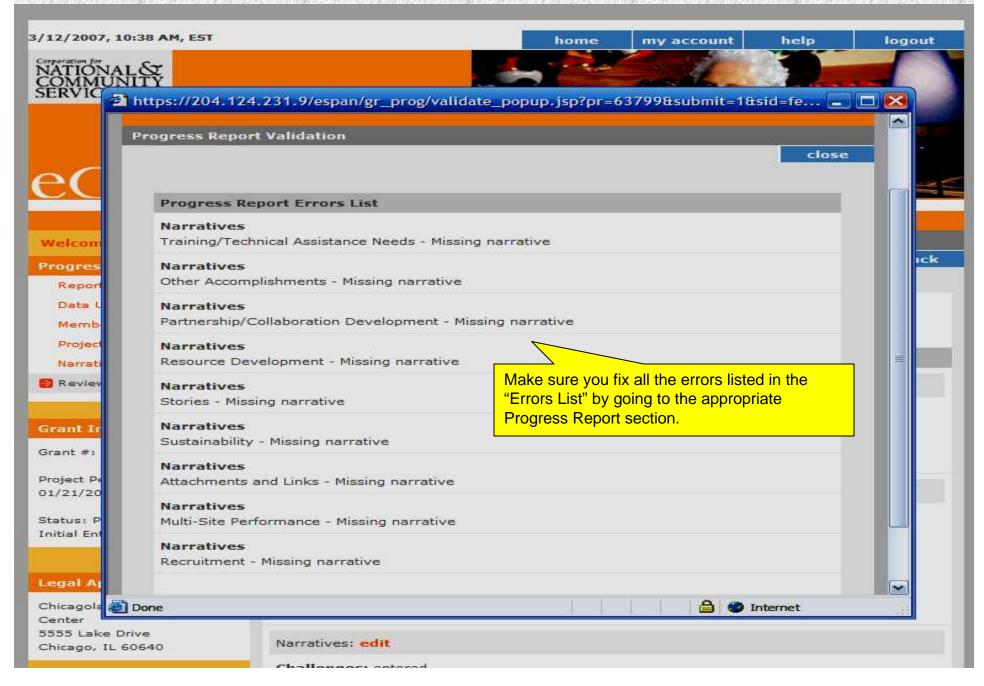
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08/31/2004

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Privacy Act of 1974, the following information is mmunity Service primary purpose c, and provide der to properly ation collected be provided to piration Date:



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Grant #: 07VSNIL003

Project Period 01/21/2007 - 12/22/2007

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Please review and submit your information

Report Information view/print PR

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Sustainability: entered

Multi-Site Performance: entered

Other Accomplishments: entered

Stories: entered

Attachments and Links: entered

Available Actions: view/print PR

Submit Progress Report

Privacy Act Statement: In co provided. The collection of

Act, as amended by the Na comment on their voluntee

Once you have fixed the errors, click on of the user account is to pr "Submit Progress Report" again.

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3/12/2007, 10:55 AM, EST



home my account

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eGrants

Thank you

You have successfully completed the action to Submit Progress Report on 3/12/2007 at 10:54 AM, EST.

Return to CNCS website

Return to Progress Report list

Go to your eGrants home

A message will appear indicating that you have submitted the Progress Report. Once you submit your Progress Report, please send an email to your State office indicating that you have submitted your report.

508 Approved | Report a Bug | disable the pictures

Submitted Progress Report

3/12/2007, 10:58 AM, EST

home

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eGrants

PROGRESS REPORT FOR EXISTING GRANTS

Welcome James

Grant #07VSNIL003 - VISTA State

Reporting Date	Due Date	Extension Date	Status	
01/21/2007 - 03/31/2007	03/31/2007		Progress Report Submitted	view print

508 Approved | Report a Bug | disable the pictures

When you revisit the Progress Report template you will notice the status of the Progress Report you submitted will have changed to "Progress Report Submitted." You will be able to view and print that Progress Report but not edit.

Progress Report 30-Day Due Notice

Purpose: Pre-Notice for Coming Deadline – PRs

To: Grantee - Project Director (email)

CC: Grantee - Authorized Representative (email) - select programs only (e.g., Senior Corps)

CC: POs (eGrants notification only)

Letter Type: Email Letter Code: PR_30D

Notification Name: 30-Day PR Pre-Notice

Text:

Dear <<Proj_Dir_Name>>:

An automated email will be send to the Project Director 30 days prior to a Progress Report due date.

The Corporation's records indicate that your organization's progress report for grant/project << Grant_Nbr>> covering the period ending << PR_Period_End_Date>> is <u>due in 30 days</u>.

The progress report is a requirement of your grant/project and provides a summary of program activities during the preceding period. Please submit the progress report through the Corporation's eGrants system by <<PR_Due_Date>>.

If you have questions regarding the progress report, please contact me at <<PO_Phone>> or by e-mail at <<PO_Email>>. If you need eGrants assistance (e.g., eGrants password, error message), please contact the eGrants Help Desk at (202) 606-5014 or 1-888-677-7849 or by email at eGrantsHelp@cns.gov.

Thank you, <<PO_Name>> Corporation for National and Community Service

Please note: This is a computer-generated notice. If you have already submitted your progress report for this reporting period, please disregard this message.

Contact/Resource Info

For Guidance in regard to Progress Report Guidelines and Policies, please contact your CNCS State Office

CNCS General VISTA Progress Report Instructions could be found at: http://www.americorps.gov/forms/ac_vista_progress_report.pdf

(Please check with your CNCS state office for any additional state specific guidelines)

For eGrants related Technical Issue and Problems, please contact:

eGrants Help Desk: 1-888-677-7849 (Ext. 533)

email: eGrantshelp@cns.gov

For assistance in Developing your Performance Measurements, Contact:

Project Star: 1-800-548-3656

www.projectstar.org

Thank you!

Hope you enjoyed the presentation

All the best with your PPR Submission process!!!

Created and Presented by Kapila Wewegama eGrants Coaching Unit JBS International/Aguirre Division 1-888-333-8272